

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES**

June 25, 2013

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:45 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Diane Walsh, Trustees Denise Blais, Wil Postle & Merle Krueger were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the May 28, 2013 meeting were reviewed. A motion to accept the minutes was made by Trustee Postle and seconded by Trustee Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Directors meeting at the town. She also met with furnishing suppliers for the library addition. During May zero computer classes were held, zero

storytimes, two children's program were held, three teen programs and two adult programs took place. Ms. Boragine indicated that items added to the collection in May 1,169 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,678 items.

A total of 42 new patrons were given library cards. Loaned 2,805 items out to other libraries and borrowed 1,820 items. The in-house computer usage was 1,440. The Library web pages were accessed 155,014 times. The online database usage was 731. Overdrive usage was 911 and includes 193 Audio, 0 Video, 1 Music, 717 E-Books and all other E-Books usage was 59.

A motion to accept the Director's report was made by Trustee Blais and seconded by Chairwoman Quinn. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00
- Champlin Account: \$25,675.50
- Trustees Account: \$46,788.63
- Checking Account: \$349.83
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,318.34

Ms. Boragine informed the Board that a check is due to the Bailey Group for approximately \$40,536 and a check for petty cash was

needed.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Krueger. Motion seconded by Trustee Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the construction project. The fire suppression system, the new front entrance and the carpet are the final projects that are being completed so the certificate of occupancy can be granted for the addition. The Bailey Group will still have some items that will need to be addressed and additional money will be owed to them, but that is for work not yet completed. Ms. Boragine addressed a problem with a potential water leak that was due to a condensate issue and overflow pan, the contractor was correcting this issue. Ms. Boragine informed the board that the trailer and shed are almost empty, the shelves are in place and books are being unpacked and returned to the shelves. Chairwoman Quinn expressed her sincerest thanks to the Reeves Family for assisting the Library with the unpacking of the books and shelving them.

The Board was informed that a new Children's Librarian was hired

June 19th.

The children's fundraising item outstanding from last month's meeting was discussed. Ms. Boragine informed the Board that she does not have the staff to handle this fundraising project. She asked the Board if someone wanted to arrange this or handle it, that she would welcome the assistance, her staffing needs are focusing on getting the library back in order and cannot take on an additional project. She suggested it might be something that the Friends of the Library may want to do. Ms. Boragine indicated that she may consider this project later in the year or when the construction has been completed and the library is in order. This item will be tabled until plans for doing a children's fundraiser are in place.

Ms. Boragine informed the Board that the Champlin Foundation came to visit and see the progress of the construction project and discussed our latest grant request and what our needs were for the additional funding.

NEW BUSINESS:

There will be no Board of Trustees meeting in July; the next meeting is to be held August 20th, 2013.

Ms. Boragine asked the Board to consider 2% raises for the non-bargaining staff; this amount is consistent with what the town

employees are getting. A motion was made to grant non-bargaining staff a 2% raise by Trustee Krueger and seconded by Treasurer Walsh. The motion was approved unanimously.

The grand reopening was discussed by the board. It was requested to be tabled to the August meeting once the certificate of occupancy was granted.

The fundraising events were discussed. Ms. Boragine discussed the Chamber of Commerce event that the Town Administrator would like the library to host. She informed the board that the Assistant Director, Nancy Ross is handling, the Board requested that she attend the August meeting to provide an update. Treasurer Walsh volunteered to assist the staff with the fundraising events.

A total of \$345.00 has been donated to the Library through the collection box set out at the circulation desk.

Dress code and open toe shoes policy was discussed. Ms. Boragine informed the Board that her staff is in compliance with the current dress code.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Krueger to adjourn the meeting at 6:33 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary